

## CHAPTER 1 DESCRIPTION OF ORGANIZATION

[Prior to 3/9/88, see Landscape Architectural Examiners Board[540] Ch 1]

**193D—1.1(544B,17A) Definitions.** As used in these rules of the board, the following definitions of words and terms shall apply.

“*Board*” means the Iowa landscape architectural examining board.

“*Issuance*” means the date of mailing of a decision or order or the date of delivery if service is by other means unless another date is specified in the order.

“*Landscape architect*” means a person who engages in the practice of landscape architecture under the authority of Iowa Code chapter 544B.

“*Practice of landscape architecture*” means the rendering of professional service or offering to render professional service to clients, including any one or any combination of the professional services defined in section 544B.1.

“*Proposed decision*” means the presiding officer’s recommended findings of fact, conclusions of law, decision, and order on a contested case in which the board did not preside.

**193D—1.2(544B,17A) Organization and duties.** The board consists of five members who are registered landscape architects and two members who are not registered landscape architects and who represent the general public. The board elects annually from its members a chairperson and vice chairperson. A quorum of the board shall be four members and all final motions and actions must receive a quorum vote. The board enforces the provisions of Iowa Code chapter 544B and maintains a roster of all registered landscape architects in the state.

**1.2(1) Chairperson.** The chairperson shall, when present, preside at meetings, appoint committees, and perform all duties pertaining to the office of the chairperson.

**1.2(2) Vice chairperson.** The vice chairperson shall, in the absence or incapacity of the chairperson, exercise the duties and powers of the chairperson.

**193D—1.3** Rescinded, effective April 13, 1988.

**193D—1.4(544B,17A) Meetings.** Calls for meetings shall be issued in accordance with Iowa Code section 21.4.

**193D—1.5(544B,17A) Order of business.** The chairperson or the chairperson’s designee shall prepare an agenda listing all matters to be discussed at meetings. A copy of this agenda shall be available to each member of the board. Procedures shall be in accordance with Robert’s Rules of Order.

**193D—1.6** Rescinded, effective April 13, 1988.

**193D—1.7(544B,17A) Seals and certificates.**

**1.7(1) Individual seal.** Each registered landscape architect shall purchase an individual embossed seal or rubber stamp as prescribed by Iowa Code section 544B.12 in a design approved by the board. All landscape architecture documents shall be dated and bear the legible seal and the signature of the registrant who is responsible for the document.

**1.7(2) Certificate.** Certificates issued to successful applicants shall contain the following information: full name of the registrant, certificate number assigned to the registrant, date of issuance, statement that it is issued for the practice of landscape architecture and the seal of the board. The certificate may contain other information at the discretion of the board.

Each registrant will also be issued a receipt indicating current registration.

These rules are intended to implement Iowa Code chapter 544B.

[Filed 2/2/76, Notice 12/29/75—published 2/9/76, effective 2/2/76]

[Filed emergency 4/14/78—published 5/3/78, effective 4/14/78]

[Filed 12/2/83, Notice 10/26/83—published 12/21/83, effective 1/25/84]

[Filed 2/18/88, Notice 12/16/87—published 3/9/88, effective 4/13/88]

[Filed without Notice 2/18/88—published 3/9/88, effective 4/13/88]

[Filed 10/16/95, Notice 8/2/95—published 11/8/95, effective 12/13/95]

[Filed 4/30/99, Notice 3/24/99—published 5/19/99, effective 6/23/99]